

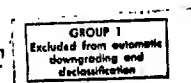
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HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	i iv	1/13/69 12/10/68		i, iv, 51, 52, 52.1		New paragraph 18 added to state policy on tours of duty abroad, to provide guidance for computing creditable service abroad, and to prescribe use of Form 3154, Service Abroad Agreement, which is inserted as attachment 2.
						<p>PEN AND INK CHANGE:</p> <p>On page 49, delete "18. Reserved."</p>

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PERSONNEL

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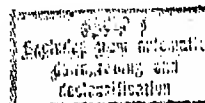
18. TOURS OF DUTY ABROAD

a. GENERAL. This paragraph states general policy on length of tours of duty abroad, provides guidance for computing creditable service abroad, and prescribes use of Form 3154, Service Abroad Agreement.

b. POLICY

- (1) The standard tour of duty outside the Continental United States is 24 months of continuous creditable service.
- (2) Non-standard tours of duty of longer or shorter duration than 24 months may be approved by the Director of Personnel upon written request by an Operating Official with the concurrence of the Deputy Director concerned. Non-standard tours may be approved for general application at a post, or they may apply only to a specified group of employees at a post. A non-standard tour may also be approved by the Director of Personnel for an individual employee in advance of his assignment abroad or at the time of his transfer from one post abroad to another, subject to the additional concurrence of the Career Service concerned.
- (3) Non-standard tours of duty must be at least 12 months but not more than 36 months in duration. They will be approved only when they are in the Government interest, and the written request for approval must explain the nature of the Government's interest and the problems expected if the request is not approved.

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c. CREDITABLE SERVICE ABROAD is computed in accordance with standards contained in this subparagraph to determine home leave eligibility, the accrual of home leave, and the entitlement to travel at Government expense to and from a post abroad.

(1) Creditable service begins on the earliest of the following:

- (a) the date of PCS arrival at a post of assignment abroad;
- (b) the date of entry on duty in case of recruitment abroad;
- (c) the date of arrival at a post abroad on TDY while on route PCS to a post of assignment abroad;
- (d) the date of arrival on TDY at a post abroad when the TDY is subsequently converted to PCS at the same post or another post abroad without a break in service prior to conversion. Conversion must be approved by an Operating Official.

(2) Except as provided in subparagraph (5) below, creditable service ends on the latest of the following:

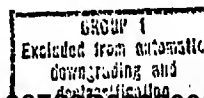
- (a) the date of departure from a post of assignment abroad;
- (b) the last day of TDY at a post abroad while on route to CONUS for PCS or home leave.

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- (3) If an employee who is in the United States on leave or TDY is transferred to a permanent assignment in the United States, his last day of creditable service abroad will be as described in subparagraph (2) above.
- (4) Full credit is given for the day of arrival and the day of departure.
- (5) Travel and leave time spent on route to the United States for PCS or home leave may be credited for purposes of determining home leave eligibility or travel entitlements to and from a post abroad, if approved before travel begins by the Operating Official and Head of Career Service concerned.
- (6) Except as provided in subparagraph (9) below, all periods of paid leave will be credited, unless cover considerations preclude it.
- (7) Except as provided in subparagraph (9) below, leave without pay taken outside the United States, not to exceed two weeks in each 12 months of service abroad, will be credited. (Leave without pay taken in the United States is not creditable.)
- (8) Time spent on detail or in the Armed Forces of the United States which otherwise interrupts continuous creditable service abroad will be credited.



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(2) Periods of absence from post of duty, including travel time, on family or emergency visitation travel at Government expense (see [] will not be credited for purposes of determining home leave eligibility or travel entitlements to and from the post. Such absence does not affect accrual of home leave or break continuity of service, but the tour of duty must be extended by the number of days of such absence.

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d. SERVICE ABROAD AGREEMENT

(1) Each time an employee is appointed or reassigned to a post abroad or is to return to a permanent assignment abroad immediately following home leave, he will execute a Service Abroad Agreement, Form 3154 (attachment 2). The Agreement will be completed before the employee begins travel to the post abroad, and it will be forwarded to the Office of Personnel, normally with the travel order, for retention. The Agreement will designate the employee's post of assignment abroad, his Permanent Place of Residence (as defined in [] and his home leave points, and will record the employee's agreement to serve a specified period of time at the post.

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(d) Transferring a tour of duty from one post abroad to another does not require completion of a new Service Abroad Agreement, but the employee will be required to remain abroad until his continuous service at both posts equals the tour of duty prevailing at the new post, unless an individual exception is granted in

conformance with subparagraph b above.

e. RETURN PRIOR TO END OF TOUR OF DUTY. Upon the request of an Operating Official and the Head of the employee's Career Service, the Deputy Director concerned, with the concurrence of Director of Personnel, may approve the return of an individual before he completes his tour of duty abroad when such return is in the Government interest. These authorities and responsibilities may not be redelegated. The circumstances and Government interest involved will be fully explained in writing by the Operating Official. (The grant of home leave to an employee returned before the end of his tour of duty abroad is governed by)

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Executive Registry

70-4511

26 January 1970


MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Authorization of Return Before Completion
of Tour of Duty

1. I have carefully considered the suggestion in your 7 January 1970 memorandum that the authority to approve the return of an individual short of his prescribed tour be delegated to the appropriate Deputy Director.

2. The Director of Personnel has had this authority for the past ten years, and, insofar as I know, he has used it equitably and effectively with no known instances of infringement on operational prerogatives of the Deputies. I believe the Agency, and incidentally "the appropriate Deputy Director," is better served by leaving it this way. If past experience means anything, differences of opinion will be rare indeed, and they can be settled quickly by referring them to the Executive Director.

3. This small inconvenience is, in my opinion, a small price to pay for trying to ensure that we do not have a lot of flaps growing out of disagreements or misunderstandings as to entitlements of the individual employee.


L. K. White

Executive Director-Comptroller

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GROUP 1
Excluded from automatic
downgrading and
declassification

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69-0084
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Executive Registry
10-95

7 JAN 1970

Memorandum For: Executive Director-Comptroller

Subject : Authorization of Return Before Completion of Tour
of Duty

1. We have recently been reviewing a proposed regulation on Tours of Duty. I questioned a provision of the draft which calls for return short of completion of tour to be approved by the Director of Personnel. I was told that this provision had been included at your request in place of a provision for Deputy Directors to authorize such returns. I would like to ask you to reconsider this.

2. Proposals to return an employee before completion of his tour could be for a variety of reasons such as: his services are urgently required in another job; he has become persona non grata in the country of his assignment; a compromise of his cover has affected his usefulness; an impending crisis argues for evacuation of some or all of the station personnel; serious illness of the employee or a dependent requires return to the United States; the employee wishes to come back early to enroll children in school or for some other entirely personal reason; the employee is unhappy with his assignment and wishes to return to headquarters. In all such cases, it is my opinion that the Deputy Director concerned should have the authority to authorize early return and that concurrence of the Director of Personnel in the fact of the return should not be a condition to exercise of the authority.

3. On the other hand, I recognize that ill-advised action in returning an employee before completion of his tour could result in his not receiving home leave benefits or in his being required to repay the cost of travel and transportation to and/or from the post; it might also commit, or seem to commit, the Agency to grant a benefit to which the employee was not entitled. Certainly the advice and guidance of the

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Director of Personnel in these regards would be helpful, in some cases essential. A pending revision of the leave regulation would authorize the Director of Personnel to determine whether an employee who returns before completing his assigned tour is eligible for home leave; and a pending revision of the travel regulation would state that the Director of Personnel will decide, in the case of an employee who breaches his service agreement in returning before completion of his tour, whether the Agency will waive the Government's right to collect from the employee the cost of travel and transportation to and/or from the post. We have agreed with both of these draft revisions so far as the cited provisions are concerned.

4. My suggestion is that you consider substitution of the following statement, which would, I believe, both recognize the role of the Deputy Director concerned and provide for coordination with the Director of Personnel:

"The Deputy Director to whose jurisdiction an employee is assigned may authorize his return before he completes his tour of duty abroad when such return is required for official reasons or is in the Government interest. The return will be coordinated with the Director of Personnel, who determines eligibility for home leave in the case of early return [redacted] and, if early return constitutes a breach of the employee's service agreement, whether the employee will be required to repay the cost of travel and transportation to and/or from the overseas post [redacted]." 25X1

[redacted] 25X1
Thomas H. Karanessines
Deputy Director for Plans